



## Job Description

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**TITLE:**

Green Infrastructure Program/Project Manager

**REPORTS TO:**

Director of Real Estate Development & Planning

**DIRECT REPORTS:**

None

**REVISED:**

November 2018

### SUMMARY OF RESPONSIBILITIES

The Green Infrastructure Program/Project Manager is responsible for NORA's Land Stewardship portfolio of alternative land use programs, including primary responsibility for the Growing Home, Growing Green, and NORA Green programs and a supporting role for the Community Adaptation Program. NORA employs vacant lots that are not in demand for housing development to support an array of neighborhood-based initiatives including urban agriculture, urban forestry, and stormwater management. NORA designs, develops, and maintains these projects on its own as well as in partnership with local government partners, individuals, and community organizations. The Green Infrastructure Program/Project Manager manages these initiatives and will oversee a dramatic expansion to achieve citywide revitalization and resilience goals.

The Program/Project Manager facilitates resource development opportunities, including the identification of, and submittal of applications to, potential funders and partners. The Program/Project Manager also ensures that the programs and projects are compliant with the terms of NORA's contractual agreements with federal, state, city and other funding sources.

### ESSENTIAL DUTIES

- Manage the design, construction, and maintenance of NORA-owned green infrastructure projects
- Manage the landscape enhancement program for side lot purchasers from pre-sale through project close-out, serving as the point of contact for program participants
- Manage the community leasing program from pre-application through project close-out, serving as the point of contact for all applicants and any technical assistance providers
- Support implementation of residential stormwater management program

- Develop and evaluate a qualified green infrastructure programs applicant pool
- Manage project budgets, contracts, and billing
- Monitor the maintenance and performance of NORA-led and partner-led projects
- Report on project performance to NORA leadership and related agencies
- Process draw and payment requests
- Manage design and maintenance contractors
- Develop and implement best practices in green infrastructure and vacant land management
- Consult with colleagues working on green infrastructure and vacant land management in other cities
- Develop funding applications and financial partnerships to support green infrastructure programs

## **QUALIFICATIONS**

To perform this job successfully, incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

### **Minimum Education**

Bachelor's degree required, major or concentration in landscape architecture, urban design, urban planning, public administration, finance, real estate development or other field related to community design and development is preferred. Master's degree preferred.

### **Experience**

A minimum of 3-5 years work experience in the aforementioned disciplines or a related field.

The successful candidate will have demonstrated success in and/or possess the following skills:

- Specific knowledge of green infrastructure and vacant land management strategies
- Entrepreneurial approach to project initiation and development
- Development and implementation of green infrastructure
- Excellent communication and interpersonal skills with proven ability to foster and maintain relationships with citizens and professional service providers alike
- Concurrent management of multiple projects
- Management of external contractors and consultants

- Ability to work independently with minimal direction and supervision
- Excellent time management skills
- Basic to intermediate photography skills
- Demonstrated ability to lead, collaborate and work as a member of a highly motivated and professional team.
- Detail-oriented and well-organized
- Fluent in Microsoft Office and experience with web-based workflow and land management software, like The Davenport Group's LAMA (Land Management)
- High standards of personal and professional integrity and trustworthiness
- Demonstrated ability to respect and maintain confidentiality whether written or verbal

### **KNOWLEDGE, SKILLS AND ABILITIES**

Candidate must possess knowledge, skill and abilities necessary to successfully perform the essential duties of the position.

### **Licenses or Certificates**

Not applicable.

### **Applications**

Please submit resume and cover letter to [nora.careers@nola.gov](mailto:nora.careers@nola.gov), and for questions please contact Anita Briant, Director of Human Resources at [albriant@nola.gov](mailto:albriant@nola.gov).

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